

State of Maryland  
Department of Health and Mental Hygiene

State Board for the Certification of Residential Child Care Program Professionals  
General Session Minutes - June 10, 2011  
Baltimore, Maryland

In Attendance

Albert Zachik, MD, Chair  
Krystal McKinney, Vice Chair  
Bruce Anderson, Secretary  
Cheryl Brown  
Shanda Crowder  
Darlene Ham  
Ada Pearl Thomas  
Mary Rode  
Steve Sorin

Vacancy

Consumer

Staff

Kimberly Mayer, Executive Director  
Carol Johnson, Deputy Director  
Richard Bloom, AAG

Guests

S. Figgs  
Lashawnda Lee  
Tonya Zimmerman

Absent

William Childers  
Sequaya Tasker

**I. CALL TO ORDER**

Dr. Albert Zachik, Chair of the State Board for the Certification of Residential Child Care Program Professionals ("State Board") called the meeting to order at approximately 9:30 AM.

**II. REVIEW AND APPROVAL OF GENERAL SESSION MINUTES**

The State Board reviewed the General Session minutes from the May 13, 2011, meeting. Motion made by Shanda Crowder: Approve the minutes of the May 13, 2011, meeting. Motion seconded by Mary Rode. Motion approved unanimously.

**III. EXECUTIVE DIRECTOR'S REPORT**

Kimberly Mayer, Executive Director of the State Board, reported:

- A. State Board Meeting Dates - Mark your calendar...The remaining 2011 meeting dates are July 8, September 9, October 14, and December 9. The State Board will not meet in August or November. CRCCPs may earn continuing education credit for attending State Board meetings.
- B. State Standards Examination for RCCPs - The next State Standards Examination for RCCPs will be August 24. Any individual who is invited to take the State Standards Examination may contact the State Board's office to request an alternate exam date.
- C. Certification Report - As of June 7, 2011, the State Board reports:

Board Code		
Board	Status Codes	Occurrences
Acting Capacity	Active	3
Acting Capacity	Inactive	7
Program Administrator	Active	149
Program Administrator	Deceased	1
Program Administrator	Non-renewed	59
Program Administrator	Revoked	1
Program Administrator	Surrendered	3
	<b>Total:</b>	223

D. Summer Study Report - The Summer Study Workgroup has identified four focus groups to conduct the evaluation, and they are:

- 1) Provider Focus - Chaired by Shelley Tinney - This focus group will review costs to residential child care programs for hiring and retaining direct care workers who are certified.
- 2) Certification Focus - Chaired by Mary Rode - This focus group will examine the option of offering online virtual training and other alternatives, including "train the trainers" programs. In addition, the focus group will determine whether or not the 2015 date is feasible.
- 3) Rates/Funding Focus - Chaired by Steve Sorin and Scott Finkelsen - This focus group will determine the impact of any possible additional costs and net savings and efficiencies to residential child care programs, including an examination of the rate-setting processes.
- 4) State Board Processes - Chaired by Kim Mayer - This focus group will determine costs to the State Board to meet the 2015 implementation date.

The Summer Study Workgroup met on May 23, 2011, and received an overview of the rate setting process and RCYCP History.

The State Board discussed whether or not to utilize data to be collected by MARFY in a survey that it recently sent to all residential child care programs. The State Board requested that a survey be sent by the Board to all Certified Residential Child Care Program Administrators to independently collect the data. Once the total number of direct care workers who require certification is identified, a staffing analysis and associated costs can be determined.

The next Summer Study Workgroup meeting is scheduled for June 22 from 1 PM to 4 PM at the Governor's Office for Children.

E. Sunset Review - Staff has forwarded the requested documents to the analyst assigned to conduct the preliminary review of the State Board. A meeting with the analyst will be held after today's meeting.

F. Draft Transmittal: Verification of Certification and Disciplinary Actions - Attached for the State Board's review and approval is a transmittal to the licensing authorities regarding verification and disciplinary actions. Motion made by Krystal McKinney: Approve the transmittal for dissemination. Motion seconded by Shanda Crowder. Motion approved unanimously.

G. Staffing Analysis - As part of the Summer Study Workgroup, the State Board has been requested to provide a cost analysis for the implementation of the certification program. It is proposed that State Board utilize the same methodology developed for the Office of Health Care Quality for their annual staffing analysis. This methodology was developed by a federal expert, who was a senior management intern on rotation from CMS, with extensive experience in personnel management and human resources. The formulas for the analysis will be:

Processing of Initial Certifications

A = Number of direct care workers

B = Average time to process a certificate

C = A\*B (Total number of hours for processing certificates)

D = C/2080 (2080 is the industry standard for hours per employee per year)

#### Processing of Complaints/Investigations

A = Estimate number of complaints/investigations (This number will be based upon 1% of the total number of direct care workers, as is the case for the Board of Nursing for Med Tech and CNAs)

B = Average length of time to investigate or resolve complaint

C = A\*B (Total number of hours for resolving compliant/investigations)

D = C/2080

The State Board sent out a Letter of Intent in 2009. Responses, at that time, indicated about 2600 individuals would need to be certified. As previously noted, the State Board has requested staff prepare and disseminate a survey to all Certified Residential Child Care Program Administrators to collect updated data on the number of direct workers who will be required to be certified.

- H. 2010 Financial Disclosure Statement - The State Ethics Commission contacted the State Board regarding individuals who have not completed their 2010 Financial Disclosure statement. The form may be filed electronically on the State Ethics Commission web site (<https://efds.ethics.state.md.us>). If you have not done so already, please file your disclosure statement.

#### **IV. CONTINUING EDUCATION COMMITTEE**

Bruce Anderson, Secretary of the State Board, reported that the Certification Committee met this morning to discuss the request for approval from Help for the Helpers, Inc. for additional modules to the Organizational Development Series. Modules 13 - 34 (which include: Module 13 - How to Develop SMART Program Improvement & Corrective Action Plans; Module 14 - Understanding the Role of the Program Administrator; Module 15 - How to Administer & Monitor Your Agency's Operating Budget; Module 16 - Giving Positive Feedback to Staff; Module 17 - Maintaining a Positive Work/Life Balance; Module 18 - Management Operations: How to Develop and Maintain a Winning Organization; Module 19 - Organizational Change; Module 20 - Creative Ways to Build Capacity within Your Organization; Module 21 - Building Your Team Success; Module 22 - Human Trafficking Awareness and Prevention; Module 23 - Creating SMART Goals that will Enhance Staff and Agency Performance; Module 24 - How to Develop an Efficient Risk Management Plan; Module 25 - Continuous Quality Improvement; Module 26 - Managing Ethics in the Workplace; Module 27 - How to Ensure Fiscal Compliance and Program Effectiveness; Module 28 - Creative Ways to Fundraise and Build Sustainable Profits; Module 29 - Sustaining High Performing Employees; Module 30 - Ensuring Safe Work Environments; Module 31 - Creating and Sustaining an Effective Change Management Plan; Module 32 - Managing Complaints and Unusual Incidents; Module 33 - How to Develop and Implement a Strategic Management Plan That Works; Module 34 - Quality Case Practice Reviews) were reviewed by the Continuing Education Committee.

The Continuing Education Committee voted to defer the review of the modules until the July State Board meeting so that the pre- and post-tests could be submitted by Help for the Helpers. Motion: Board to accept the Continuing Education Report. Motion approved unanimously.

#### **V. CERTIFICATION REPORT**

Mary Rode, Chair of the Certification Committee, reported that the Committee met on May 25, 2011, to discuss the remaining core competencies and a meeting will be held after today's State Board meeting to review the RCYCP Training Program Framework. The work of the Certification Committee is almost completed. A final report has been drafted and will be reviewed by Certification Committee this month. The final report will be submitted to the State Board at its July meeting.

The Certification workgroup focused its review on transitioning the training program from an academic to a competency based model. This has resulted in a decrease in the number of training hours, but focused that training on essential skills and knowledge needed by direct care workers. In addition, the Certification Committee has made recommendations that include: waving of fees, grandfathering of existing direct care workers, waving the School for the Blind, State Board approval of training programs, modifying certification

requirements; and, separating initial and annual training requirements from certification requirements in the core regulations for residential child care programs.

#### **VI. DISCUSSION: DRAFT REGULATIONS FOR HOUSE BILL 114**

House Bill 114/Senate Bill 291 of the 2010 General Assembly Session requires each health occupation board to adopt sanctioning guidelines. This is a difficult task for to complete given the State Board's limited disciplinary history. Staff and counsel reviewed guidelines developed by similar health occupation boards. A draft was prepared and disseminated to the State Board for review. A Disciplinary Sanctions Committee was requested and Bruce Anderson, Cheryl Brown, and Dr. Zachik volunteered to serve on the Committee. The Disciplinary Sanctions Committee will meet at 9:00 AM on July 8, 2011. In addition, the State Board requested that the draft regulations be sent electronically to all board members.

#### **VII. OPPORTUNITY FOR PUBLIC COMMENT**

Tony Zimmerman, Policy Analyst with the Department of Legislative Services, announced that as part of the Preliminary Sunset Review of the State Board that she may be contacting members of the State Board to interview them on the functioning of the Board.

#### **VIII. ADJOURN**

Pursuant to the Maryland State Government Article, Annotated Code of Maryland, §10-501 et seq. on a motion made by Krystal McKinney and seconded by Ada Pearl Thomas, those State Board members present unanimously voted to close the General Session meeting at 10:20 AM for the purpose of complying with the Maryland Certification of Residential Child Care Program Professionals Act that prevents disclosures about particular matters. The State Board will review applications and address complaints and disciplinary issues.